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 Chief Officer (Governance)  
 Prif Swyddog (Llywodraethu)



All Town and Community Clerks

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9<sup>th</sup> March 2023

Gareth Owens

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All Town and Community Clerks

### Visits to Town and Community Councils

This is my fourth 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 five further visits undertaken in December, January and February were reported to the Committee on the 6<sup>th</sup> March 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.

This time, there are some observations on how good chairing can lead to better meetings and a reduced number of complaints. It has been noted that, when meetings proceed in an orderly manner (only one person speaking at any one time), behaviour is better. Likewise, where comments are addressed "through the Chair" meetings tend to remain calmer. Good chairing skills are therefore the first line of defence in respect of conduct complaints. Chairing a meeting isn't easy; there is a lot to think about and do in a pressurised environment. Town and Community Councils should therefore consider including chairing skills in the training plans which they are required to produce under section 67 of the Local Government and Elections (Wales Act 2021).

County Hall, Mold. CH7 6NB

[www.flintshire.gov.uk](http://www.flintshire.gov.uk)

Neuadd y Sir, Yr Wyddgrug. CH7 6NB

[www.sirymflint.gov.uk](http://www.sirymflint.gov.uk)

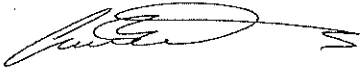
We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.

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



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 stylized flourish extending to the right.

**Gareth Owens**  
**Chief Officer Governance**



# Broughton and Bretton Community Council

## Vexatious Communications Policy

### 1. INTRODUCTION:

- 1.1 This policy addresses issues arising from abusive, persistent or vexatious communications, complaints and complainants and identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct. This policy applies to all complainants including members of the Council and members of public.
- 1.2 Habitual or vexatious complaints or communications create a notable problem for the Clerk to the Council and members. The difficulty in handling such complainants or communications is that they are time consuming and wasteful of resources in terms of the Clerk's and members' time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.3 Raising of legitimate queries or criticisms, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.
- 1.4 The aim of this policy is to contribute to the overall approach of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.



## 2. HABITUAL OR VEXATIOUS COMPLAINANTS:

- 2.1 For the purpose of this policy habitual or vexatious complainants are identified as complainants who demonstrate the repeated and/or obsessive pursuit of:
- i. unreasonable complaints and/or unrealistic outcomes; and/or
  - ii. reasonable complaints in an unreasonable manner.
- 2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where complaints continue and have been identified as habitual or vexatious, the Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken.
- 2.4 The Clerk and/or the Chair on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.
- 2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

## 3 DEFINITIONS:

- 3.1 Unreasonably persistent and vexatious complainants are defined as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints or communications or the effective operation of the Council. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.
- 3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with the Clerk or members or how complainants respond when informed of the Council's decision about the complaint.
- i. Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):



- ii. An unreasonably persistent and/or vexatious complainant may:
- i. have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
  - ii. refuse to specify the grounds of a complaint despite offers of assistance.
  - iii. refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
  - iv. refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure.
  - v. refuse to accept that issues are not within the power of the Council to investigate, change or influence
  - vi. insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
  - vii. make what appear to be groundless complaints about the Clerk or members dealing with the complaints, and seek to have them dismissed or replaced
  - viii. make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
  - ix. make persistent and unreasonable demands or expectations of the Clerk or members and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e mails)
  - x. harass or verbally abuse or otherwise seek to intimidate the Clerk and/or members dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
  - xi. raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
  - xii. introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be considered and commented on
  - xiii. change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
  - xiv. deny statements he or she made at an earlier stage in the complaint process
  - xv. are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved.

- xvi. adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- xvii. Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- xviii. make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- xix. persistently approach the Council through different routes or other persons about the same issue
- xx. persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- xxi. refuse to accept documented evidence as factual.
- xxii. complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- xxiii. combine some or all of these features.

## 4 IMPOSING RESTRICTIONS:

- 4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.
- 4.2 In the first instance the Clerk will consult with the Chair of the Council prior to issuing a warning to the complainant. The Clerk or the Chair of the Council will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Clerk or the Chair of the Council will issue a written reminder to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk and the Chair of the Council will inform the complainant in writing of what procedures have been put in place and for what period.
- 4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. Restrictions may apply on either a short term, long term or permanent basis depending on the circumstances of the case.



4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- banning the complainant from making contact by telephone except through a third party e.g., a solicitor, a Councillor or a friend acting on their behalf
- banning the complainant from sending emails to individual members and/or the Clerk and insisting they only correspond by postal letter
- requiring contact to take place with one named member of staff only.
- restricting telephone calls to specified days and/or times and/or duration.
- requiring any personal contact to take place in the presence of an appropriate witness.
- letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint.

4.6 When the decision has been taken by the Council to apply this policy to a complainant, the Clerk or the Chair of the Council will contact the complainant in writing enclosing a copy of this policy to explain:

- why the decision has been taken.
- what action has been taken.
- the duration of that action.

4.7 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chair of the Council and if necessary, the Monitoring Officer may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.8 Where the behaviour is so extreme or it threatens the immediate safety and welfare of the Clerk or members, other options will be considered, such as reporting of the matter to the Monitoring Officer, the Public Services Ombudsman, the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

## 5 NEW COMPLAINTS FROM COMPLAINANTS WHO ARE TREATED AS ABUSIVE VEXATIOUS OR PERSISTENT:

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chair of the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.



5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

## 6. REVIEW:

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed periodically by the Clerk and the Chair of the Council at least every 6 months or such shorter period for which the policy applies.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

## 7. RECORD KEEPING:

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- the name and address of each member of the Council or member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant.
- when the restrictions came into force and ends
- what the restrictions are
- when the person and Council were advised.

7.2 The Council will be provided with a regular report giving information about members of the Council or members of the public who have been treated as vexatious/persistent in accordance with this policy.



**Environment (Wales) Act 2016  
Part 1 – Section 6**

**The Biodiversity and Resilience of Ecosystems Duty**

**Report: March 2023**

**BROUGHTON AND BRETTON COMMUNITY COUNCIL**

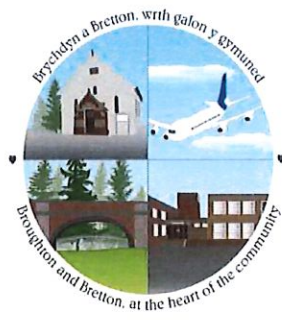
**Introduction and Context:**

Broughton and Bretton Community Council is the second largest Community/Town Council in Flintshire, based on the number of properties. The Community Council covers two electoral wards of Broughton North East and Broughton South and has a population of approximately 5,974 (*source: 2011 UK Census*) The 2023-24 precept is £131,373.

The Community Council has a Service Level Agreement with Hawarden Community Council (HCC) for administrative and maintenance purposes. Across the three councils, the team are responsible for the administrative and financial services, maintenance of 1,100 street light columns, 13 play areas and additional open spaces together with community buildings and car parks.

In summary:

- The Council office is situated at The Lodge on the Gladstone Playing fields in Hawarden and is shared with HCC. There is also a council depot and surrounding woodland area. The Council meets in the Council Chamber at Brookes Avenue Community Centre in the centre of Broughton alongside which is a large playing field that consists of football pitches, a skate park and a large play area.
- The area consists of mainly mixed density residential property and has some open spaces included within them, mature trees and a woodland area and grass verges together with a number of retail outlets, a high street and business parks. There is also a Country Park located off Broughton Hall Road.



- There is one large primary/junior school within the Community but no secondary school.
- The Community contains Broughton Retail Park and the Airbus factory.
- There are two community centres, one in Brookes Avenue, Broughton and the other being the War Memorial Institute on Main Road.
- The Council is also responsible for litter collection, maintenance of planters, small spaces and Woodland areas, particularly the Country Park, a large community allotment site (ran by an allotment society) and the installation of Festive lighting.

### Action Report:

This next section will outline how the Community Council can assist bio-diversity (through functions with regard to land management, grant funding and education opportunities etc).

Broughton and Bretton Community Council ***'is not'*** subject to the Well-being of Future Generations Act in relation to public service delivery.

Principle:	Action:	Monitored by:
Embed biodiversity into decision making and procurement	<ul style="list-style-type: none"> <li>• A number of commitments to biodiversity and climate change have been reflected in this Action Plan.</li> <li>• The Council will take biodiversity into consideration when considering planning applications and other associated matters, such as footpath diversion orders.</li> <li>• For complex committee reports an "Environmental Impact" session could be added to the report.</li> </ul>	<p>Commitments made in documents.</p> <p>Planning Application responses.</p> <p>Committee Reports</p>
Raise awareness of biodiversity and its importance	<ul style="list-style-type: none"> <li>• Encourage local schools to produce an annual "Eco Quiz". This encourages knowledge and awareness</li> </ul>	Feedback through council members (as Governors) and residents.





	<p>of environmental and sustainability matters amongst local children.</p> <ul style="list-style-type: none"> <li>• When promoting grants, include and encourage organisations to add some element of biodiversity, where appropriate</li> <li>• Encourage the community to volunteer in the context of nature/open spaces</li> <li>• Post details of actions we are promoting have taken on social media platforms</li> </ul>	<p>Numbers of people taking part.</p> <p>Grant Application Conditions and decision making process.</p> <p>Collection of grass cuttings to encourage small animals and insects to settle? (soil health)</p>
Safeguard principal species and habitats	<ul style="list-style-type: none"> <li>• Contribution to the management of protected sites and species including local wildlife sites/sites of importance for nature conservation</li> <li>• Careful use of herbicides</li> <li>• Retention and reinstatement of "bat boxes" in Gladstone woodland area alongside the Council depot.</li> <li>• Grass around trees is left longer</li> <li>• Management and maintenance of Broughton Country Park (separate management plan to be completed)</li> </ul>	<p>Records of any sites or species safeguarded</p> <p>Annual risk assessment data</p>
Restore and create habitats and resilient ecological networks	<ul style="list-style-type: none"> <li>• Encourage native pollinator friendly flowers on open spaces and allotments</li> <li>• Work in partnership with Flintshire County Council's Biodiversity Officers</li> </ul>	<p>Records of sites</p> <p>Allotment records</p> <p>Data collection</p>



	<ul style="list-style-type: none"> <li>• Support local community woodland at allotment site (tree and shrub planting)</li> <li>• Recent tree planting and monitoring to increase tree canopy in association with the County Council (plan already agreed)</li> <li>• The late HRH Tree Canopy with an additional seven trees to be planted, 5 in the country park and 2 in Bretton, both with a commemorative plaque.</li> </ul>	Meetings and consultation responses
Use improve and share evidence	<ul style="list-style-type: none"> <li>• Working with Biodiversity Officer at Flintshire County Council</li> </ul>	Data collection Expert advice
Support capacity and/or other organisations	<ul style="list-style-type: none"> <li>• Work in close contact with Flintshire County Council's (FCC) Arboricultural Officer in supporting TPOs and ensuring council maintained trees are documented and inspected regularly (three year plan)</li> <li>• Require any organisation receiving a grant from us to demonstrate, where appropriate, how this will contribute to supporting biodiversity as part of their project</li> </ul>	<p>Outcome of planning Tree register/surveys</p> <p>Maintenance Team visual inspections and recommendations for actions On-going</p> <p>Grant application receipt of finance letter and confirmation</p>
<b>Review of s6 Duty</b>		
<b>What has worked well?</b>		



The creation of wildflower and plant areas, enhanced tree canopy and the management of the Country Park has been successful across the community as it can enhance biodiversity and generate cost savings with reduced costs for mowing.

### **What have the barriers been?**

The Council can only recommend and encourage residents and land owners in the community to embrace biodiversity. The Country Park is a key factor in this action plan and the management plan need to be finalised to ensure that the maximum benefit to biodiversity and resilience of ecosystems is maintained and/or enhanced.

### **What will you change?**

Working more closely with the County Council's biodiversity team and seek advice wherever necessary.

The maintenance team will continue to review open spaces, trees and wildflower spaces.

Promote biodiversity more proactively on the Council's website and other social media platforms.

### **How and when will the s6 duty be monitored and the s6 plan reviewed?**

The duty will be monitored by the Council Members and the Clerk and Financial Officer reporting back to Council through periodic updates.

The s6 plan will be developed and reviewed in response to such reporting. Subject to Council approval this plan will be updated on an annual basis and reviewed every three years *(to comply with the duty of subsection (1) of the Biodiversity and Resilience of Ecosystems Duty; Environment (Wales) Act 2016.*

### **RECOMMENDATIONS:**

- (i) The council is asked to consider and approve the contents of this report;
- (ii) Contribute any ideas or information to add to/encourage to the wider climate and biodiversity action that it can take;
- (iii) Consider the appointment of a Climate Change/Biodiversity Champion; and
- (iv) Acknowledge that there is a Climate and Nature Emergency for the community of Broughton and Bretton.





## SUMMARY AND GLOSSARY OF TERMS

### BIODIVERSITY “OUR LIFE SUPPORT SYSTEM”

There are three components to biodiversity that contribute to our “biosphere”:

**Atmosphere:** plants absorb carbon dioxide (the main climate-altering gas) and produce oxygen instead.

**Soil health:** dead leaves and plants add nutrients to the soil. Insects and animal burrow, helping the soil to breathe.

**Water cycle (hydrological cycle):** trees and other plants slow the flow of rainwater to rivers, acting as a natural flood control.

### Wales’ Well-being Goals: (there are seven, but number two states....)

A resilient Wales “A nation which **maintains and enhances a biodiverse natural environment with health functioning ecosystems** that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).

### What are Ecosystem Services?

- Evidence tells us that ecosystems that are resilient are better able to deliver these services.
- Resilient ecosystems are diverse, connected, large enough and in good condition to be able to adapt to disturbance.

### Examples include:

Carbon storage and sequestration

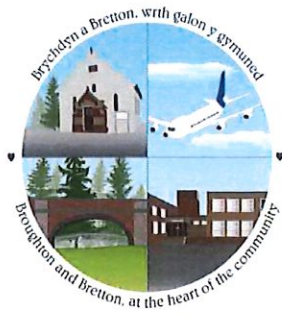
Biodiversity

Water quality

Soil quality and erosion control

Coastal protection

Flood regulation



Irrigation

Pollination Pest control

Scenic beauty

Fisheries

Climate regulation

Aquaculture

In addition to the actions outlined above specifically targeted at the biodiversity and resilience of ecosystems duty, the Community Council is working towards wider targets for Climate Change including:

Provision of Water meters

LED replacements on street lighting

Recycling receptacles, particularly at Gladstone Playing Fields

Paperless office (subject to legislation changes)

Local Electricity Bill commitments (local energy to local people)

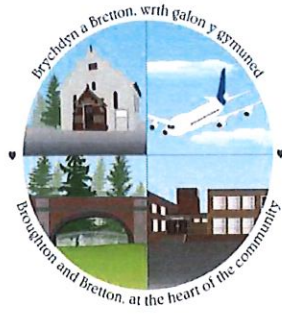
Solar panels on Council buildings

Sharron Jones

Clerk and Financial Officer

Penny Brett-Roberts

Chairman of the Council



## APPENDIX

### 20 actions parish and town councils can take on the climate and nature emergency

*Friends of the Earth, Mike Childs, 24 June 2021*

Parish and town councils may not be as powerful as local authorities but they can be a force for change in addressing the climate and nature emergency.

*[This guide complements Friends of the Earth's template Local Climate Action Plan.]*

Action at the local level is essential to meeting the UK's legally binding climate target to reach *Net Zero by 2050*. More than half of the emissions cuts needed rely on people and businesses taking up low-carbon solutions – decisions that are made at a local and individual level.

In this guide we identify actions that parish and town councils can take on climate change and nature. Its purpose is to support those of the 10,000 local councils across England and 750 community councils in Wales who want to do their bit in addressing the climate and nature emergency.

**The blue text indicates how the Community Council can contribute or is contributing.**

## Be a force for good

### 1. Encourage the formation of Climate Action groups

Communities across the country are coming together to take climate action in response to the climate and nature emergency. Climate Action groups will encourage and support you to take local political action, build positive community solutions, and join together to demand national action. Parish, town and community councils should encourage and support the formation of these groups. Friends of the Earth will provide resources, training and advice to Climate Action groups (see [takeclimateaction.uk](https://takeclimateaction.uk)).





<https://groups.friendsoftheearth.uk/near-you/local-authority/flintshire?postcode=ch53dn#energy>

This link shows the current position in Flintshire in relation to the following Energy, Homes, Transport, Nature and Health.

## **2. Support Local Plan policies that help to tackle climate change and boost nature**

Use your role as a consultee to the local planning authority to seek strong policies in the Local Plan requiring the highest possible standards of energy efficiency for new housing and other buildings. Sites allocated for new housing should also be accessible by walking, cycling and public transport and avoid loss of local nature sites and green spaces.

[During the planning consultation process.](#)

## **3. Promote practical action by local people**

People can often be at a loss about what they can practically do to reduce their own carbon footprint or support nature. An impartial local guide that provides information on accredited local businesses can be invaluable and help keep money in the local economy. The guide could include information on local accredited energy assessors and renewable energy installers for solar panels, batteries, EV charging points and heat pumps, eco-friendly retailers, green builders and landscape companies, etc. It can also encourage sustainable transport options.

[Templates to be added to Website, Facebook and social media platforms.](#)

## **4. Bring together groups of people for bulk purchases**

The costs of installing solar PV, or other renewable technologies such as heat pumps, should be much lower if done in bulk, street by street, or area by area. A town or parish council can bring together local homeowners and businesses to develop such a scheme – it's a widely used model in the Netherlands and places such as Suffolk and Frome in the UK. Bulk purchases of energy audits or energy insulation is also possible. Transition Streets is an example of this approach.



Information to be added to Website, Facebook and social media platforms.  
Three councils in Service Level Agreement can work together.

## **5. Develop and promote lift-sharing scheme**

By convening local businesses and car-sharing schemes, such as the social enterprise Liftshare, it's possible to help local people reduce the carbon pollution from car use, save money and foster new friendships. An analysis by Liftshare suggested that 92% of people commuting to work in over 200 locations lived close enough to be able to share a car to work.

Lift-sharing may often be a solution for people when public transport, cycling or walking to work isn't. Car-sharing schemes for non-commuting journeys should also be promoted.

Promotion and information on Website, Facebook and social media platforms.

## **6. Use your voice**

Decisions on infrastructure projects are largely made by local authorities, Local Economic Partnerships, or by national government. But too many of these decisions will increase carbon emissions and / or harm nature. Use your voice when possible to oppose high-carbon developments, promoting sustainable alternatives instead. Press local authorities and MPs to demand national changes to bus services regulations, so all areas can regulate buses as London does, and urban profit-making routes can cross-fund loss making rural routes.

Already doing - solar farm at Bretton and Warren Hall Park are more recent examples.

## **Demonstrate leadership through your own practical actions**

### **7. Save energy**

Ensure any council buildings are as energy efficient as possible and any street lighting uses well-directed LED lighting. Getting an energy audit is the first step. Loans for projects in England that have a payback of less than five years are available through Salix funding. Projects with longer term paybacks should still be carried out.





Councils are already in the middle of a full LED replacement programme. Solar panels could be considered on council buildings? Energy audit to be undertaken initially.

## 8. Produce green energy

Install renewable energy generation, like heat pumps and solar PV, at council buildings. Heat pumps benefit from a government grant that will partially cover the cost. Several energy companies provide a smart export tariff, which pays for any electricity generated that isn't used by the building, including offering top prices if the solar PV is used in conjunction with a battery. Funds can also be raised through Salix loans or through crowdfunding. Buildings using renewable energy should also be used as a showcase to help local people see these technologies first-hand, particularly fewer familiar technologies such as heat pumps. An electronic display showing how much energy has been generated and how much money and CO2 emissions saved is one way of demonstrating the benefits.

Smart meter installed in office. Energy audit might highlight additional areas to be improved.

## 9. Reduce pesticide use and other harmful activities

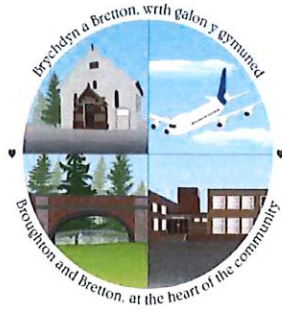
It's possible to reduce activities that harm wildlife, from using peat-free compost to shunning pesticides and ensuring light pollution is controlled. Glastonbury Town Council has stopped using glyphosate weed killer and instead uses a hot foam system. These steps alone are not enough to protect and restore nature but they're an important first step. To encourage others, promote the actions you're taking, for example use signage on council-owned land where you use peat-free compost.

Maintenance team stopped using glyphosate approximately four years ago, pesticides are no longer used and the maintenance team use only herbicides.

### Manage land for nature

Parish, town and community councils can have responsibility for allotments, bridleways, burial grounds, commons and open spaces, and village greens. All of these can be managed to enhance nature, particularly through changing mowing regimes. Friends of the Earth and Buglife have produced a guide to developing an action plan for helping pollinators such as bees.





Buglife's B-lines project aims to support the development of a network of wildlife friendly corridors. Friends of the Earth is piloting a crowd-funded postcode gardener project to help people green the streets where they live.

**Council owned allotment site has an apiary and rules and regulations about encouraging biodiversity.**

## **10. Increase tree cover**

Friends of the Earth is campaigning for the UK to double tree cover. The Forestry Commission and others have suggested that even urban areas should aim for at least 20% tree cover. Parish, town and community councils should aim to double tree cover and, if necessary, go beyond this to reach the 20% minimum. Much of this will involve encouraging and supporting landowners to take part in tree planting. The Tree Charter, developed by the Woodland Trust, provides excellent guidance on how to increase tree cover. The National Association of Local Councils website provides case studies where it has been used.

**Flintshire County Council has not recently identified any areas in the community of Broughton and Bretton. The Community Council has recently agreed to install 7 additional trees as part of the late H.M. Queen Elizabeth's Tree Canopy scheme.**

## **11. Buy green**

Buying local can support the local economy and buying green can help protect the planet, rewarding businesses committed to a better future. Buying green electricity helps develop new renewable energy and ensures the council isn't supporting dirty energy financially. Friends of the Earth has identified Ecotricity and Good Energy as the greenest energy companies. Buying green can also extend to any food provided at events, including providing mainly plant-based food and less but better meat and dairy.

**The Community Council can strive to do this where practical. The street lighting energy contract is currently tied in for a further two years.**



## 12. Use green transport

Employees and councillors should be encouraged to walk, cycle or use public transport or car-share. The council should provide bikes or electric bikes for staff as they carry out any work-related trips. It should also provide zero-interest loans for buying bikes. Where a car or van is needed it should be electric only.

The Community Council can promote this but needs to recognise individual needs of members of staff and councillors. It is not cost-effective for the Community Council to provide bikes but this could be looked into if council members wish? Electronic council vehicles have been considered during the purchase of rent fleet but the initial outlay is costly.

## 13. Minimise waste going to landfill or incineration

In your own operations, ensure all your waste is recycled or composted, but also consider setting-up community recycling facilities for hard-to-recycle items when the local authority hasn't done so, for example in partnership with Terracycle. Bisley Parish Council has set up a community composting scheme. The best approach for waste minimisation is reuse (e.g. reusable cups) or avoiding unnecessary purchases.

The Community Council has considered installing recycling receptacles on its grounds but the County Council would have to empty them. Non-domestic rates are paid so this should be achievable via the County Council.

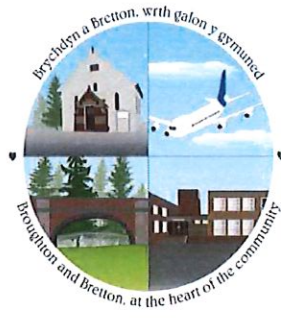
The Community Council can encourage community composting scheme at the allotments if not already in place.

## 14. Ensure money is invested wisely

Across the UK, local authorities are investing tens of millions of pounds each into fossil fuel companies, despite having declared a climate emergency. Although town council investments will be tiny in comparison, the council should still ensure any council funds are invested safely in low-risk sustainable banks or investment funds.

The Clerk and Financial Officer can pursue this if members wish to?





## Use your powers wisely

### **15. Ensure you know the climate change or nature implications of decisions before you make them**

It isn't credible to accept the need for rapid action on climate change and nature and then make decisions without knowing whether they'll be harmful or helpful. Requiring every decision to be well informed is common sense as well as good practice. This should extend to demanding that the planning authority provides you with this kind of information when consulting you.

[Revised community council report template, as listed on page 2 above.](#)

### **16. Designate sites within the Neighbourhood Plan for trees, renewable energy and nature restoration**

In practice, the development of 90% of Neighbourhood Plans (Place Plans in Wales) is led by town and parish councils working hand in hand with their communities. The Neighbourhood Planning (Place Plans) process is far from perfect and very time consuming, but it offers the community the opportunity to show it means business on protecting and enhancing the environment for future generations.

[Place Plan not yet considered.](#)

### **17. Use the Neighbourhood Plan to require new homes to be energy efficient, nature friendly, and located close to public transport and amenities.**

Given the climate and nature emergency, it's unfortunate that the government doesn't require all new homes to be as sustainable as possible.

Neighbourhood Plans (Place Plans) will identify sites for future housing and should push for these to be zero-carbon (eg Passivhaus standard) and nature friendly, even though the local planning authority may seek to override this aim. Homes should also be fitted with renewable energy. Homes need to be located close to amenities and public transport to avoid car dependency.

[As above.](#)





### **18. Designate safe walking and cycle routes in the Neighbourhood Plan**

Identify safe walking and cycling routes and where necessary work in partnership with district and county councils to deliver them. The Propensity to Cycle tool identifies the huge potential for increasing cycling in all areas of the country, particularly with good quality infrastructure, such as segregated cycleways and cycle parking, and with the use of E-bikes.

Place Plan not yet developed.

### **19. Use differential car-parking charges to support low-carbon vehicles**

Any car parks run by the council should offer low cost or free car-parking to electric vehicles and dedicated spaces with electric charging points.

None currently held by the council.

Broughton and Bretton Community Council  
Planning Committee – 21 March 2023

Item 11  
(11)

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	LDP/000134/23 Ward: Broughton South	Side extension to property	60 , Beeby Way, Broughton	J Roberts
2.	LDP/000156/23 Ward: Broughton North East	Side Extension	2 Aughton Way Broughton	J Roberts (see decisions list)
3.	FUL/000149/23 Ward: Broughton North East	Retrospective flue to side of detached garden building	1 Barnfield, Bretton Court Mews, Bretton Road, Bretton	J Roberts

Broughton and Bretton Community Council  
Planning Committee – 21<sup>st</sup> March 2023

Item 11  
(iv)

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	LDP/000156/23 Ward: Broughton North East	Side Extension	2 Aughton Way Broughton	Permitted Development
2.	FUL/000113/23 Ward: Broughton North East	Single storey rear extension and garage conversion of existing integral garage	91, Broughton Hall Road, Broughton	Permitted Development
3.	TPO/000121/23 Ward: Broughton North East	T1- Horse chestnut as as marked on maps & in coordination with TPO ref: 217 (2010) T1 Remove lower large limbs indicated in red on photo attached. Reduce crown to points marked in blue on photo attached. This would effectively be a pollard, Reducing risk of limb failure and damage to property/life. The proposed work has also been discussed with flintshire council.	11, Pine Tree Close, Broughton	Approved Delegated Officer 20.02.23
4.	LDP/000134/23 Ward: Broughton North East	Side extension to property	60, Beeby Way, Broughton	Permitted Development



Broughton and Bretton Community Council  
Planning Committee – 21<sup>st</sup> March 2023

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
5.	FUL/000786/22 Ward: Broughton North East	Replace three existing single glazed steel windows	Elms Farm Barn, Bretton Lane, Bretton	Approved Delegated Officer 24.02.23
6.	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	Approved Delegated Officer 23.02.23
7.	FUL/000735/22 Broughton North East	Demolition of existing lean-to structures and construction of an extension (Interim Paint Shop) to Building 128 (Wet Paint Shop) including air handling equipment, external hardstanding, and utilities and drainage infrastructure.	BRITISH AEROSPACE AIRBUS LTD, Chester Road, Broughton	Approved Delegated Officer 26.02.23
8.	FUL/000404/22 Ward: Broughton North East	Change of use of part Industrial Unit to industrial unit & Cafe/Takeaway and installation of flue.	Jackson Court, Unit 8, Manor Lane, Hawarden	Approved Delegated Officer 26.02.23



**BROUGHTON AND BRETTON COMMUNITY COUNCIL**  
**CYNGOR CYMUNED BRYCHDYN A BRETTON**

**PROFORMA FOR COUNCILLORS TO ADD ITEMS TO THE AGENDA**

Name of Councillor(S)	Chrissy Gee
Title of Report	Additional entrance to Country Park from Whitley Drive
Purpose of Report	To vote for the additional entrance to the Country Park
Background to this request	<p>This entrance has been requested by many residents of the village, which is backed up partly by two petitions. The Country Park was established over 30 years ago. At this time Broughton Retail Park, Parc Jasmin and Blue Stone Meadows housing estates had not been built, I'm sure if they were the additional entrance would already be there.</p> <p>An additional entrance will enable all the residents to access the park and enjoy the many health and social benefits, that this beautiful park offers.</p> <p>Workers from the retail park can enjoy their lunchbreak there. Busy working residents can have quick access to the park after a long day.</p> <p>Children can enjoy the educational and health benefits.</p> <p>The park has so much to offer all the residents, cherry trees, plum trees, raspberry bushes. buzzards, ducks, coots, many bird species, dragon flies to name just a few of the wonderful things you can see daily.</p>
Financial Implications	Minimal. Just two posts/gate if required. Belway homes Managing Director has offered to open the fence that they own.

Environmental Implications	<p>Amanda Davis Ecologist FCC has checked through the plans and neither the GCN mitigation corridor nor the landscape plans specifically reference permanent amphibian fencing. NRW agree that they would have no issue with creation of an access into the green space. There are no Environmental implications as the fence is on the border of the park and no trees or bushes will need to be removed.</p> <p>Agreed with Officers the new opening will not need to be included in any Management Plans as the entrance will not affect any part of the park.</p>
Decision sought by Council	To agree to an entrance to the Country Park from Whitley Drive
Advantages of this proposal	<p>Open a green space to all the community, and visitors to the area. PCSO said that opening of spaces cuts down on anti-social behaviour as more foot fall.</p> <p>Great source of education for the children to learn about the biodiversity of the park.</p> <p>Someone's wellbeing is influenced by their health, finances and other individual factors. But research shows that it also depends on aspects of the environment in which they live. Well-managed open spaces (parks or fields), and having a sense of belonging within their community, improve people's wellbeing.</p>
Disadvantages of this proposal	None
Equality implications	<p>Opening the park will bring all the community together. Everyone has the basic human right to enjoy open spaces and have equal access to these areas.</p>
Climate Change/Biodiversity impact	<p>We will be in line with section 5:</p> <p><b>Biodiversity Legislative and Policy Context</b></p> <p>In Wales and Flintshire, we now have a raft of legislation and policy enabling and guiding local authority action. The key documents related to biodiversity are outlined below: Flintshire County Council:</p>



	5. 'Well-being Plan for Flintshire 2017-2023' reports that those living, working and visiting Flintshire have said that: 'they place a high value on the natural environment and want to use it more for their own well-being'.
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**BROUGHTON AND BRETTON Community Council**  
**Accounts for Payment**  
**Mar-23**

Ref:	Voucher No:	Payee:	Amount
6335(FG)	BB/22/107	Ewloe PO - agendas February	£ 15.10
BACS	BB/22/108	DVLA - Annual car tax - KK 18 TZW	£ 290.00
BACS	BB/22/109	Litter collector - salaries March	£ 1,285.75
BACS	BB/22/110	Clwyd Pension Fund - salaries March	£ 415.47
BACS	BB/22/111	HMRC - salaries March	£ 229.62
BACS	BB/22/112	H W Oultram - fuel February	£ 71.78
BACS	BB/22/113	HCC - Joint Maintenance March	£ 5,842.53
BACS	BB/22/114	Broughton CP School - Library provision	£ 11,444.00
		<b>TOTAL</b>	£ 19,594.25

Chairman:

Chair of Finance:

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Broughton & Bretton Community Council

Bank - Cash and Investment Reconciliation as at 28 February 2023

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ITEM  
22

Confirmed Bank & Investment Balances

Bank Statement Balances

23/02/2023	Lloyds Current A/C	25,674.76	
24/02/2023	Lloyds 30 Day a/c	67,661.53	
19/09/2014	NS&I Treasurers A/C	0.00	
10/12/2019	Nat West Bus Res A/C	0.00	
			93,336.29

Unpresented Payments

5,505.79

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87,830.50

Receipts not on Bank Statement

0.00

**Closing Balance**

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87,830.50

All Cash & Bank Accounts

1	Lloyds Current a/c	20,168.97
2	Lloyds 30 Day a/c	67,661.53
3	Investment a/c	0.00
4	Nat West Business Reserve A/C	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<hr/> 87,830.50 <hr/>