

**MINUTES of a MEETING of the  
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE  
held virtually  
on  
WEDNESDAY 19 JANUARY 2022**

**Broughton & Bretton Community Council:**

Councillors Donna Lalek, Penny Brett-Roberts and Ros Griffiths.

**Hawarden Community Council:**

Councillors Helen Brown, Clive Carver, Ralph Small and Darren Sterry.

**Shotton Town Council:**

Councillors Sean Bibby, Gary Cooper and Elwyn Jones.

**Also in Attendance:**

Sharron Jones, Clerk & Financial Officer, Broughton & Bretton and Hawarden Community Councils  
Susan Cartwright, Clerk and Financial Officer, Shotton Town Council

**1. APPOINTMENT OF CHAIR:**

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

The Chair wished all members a Happy New Year and thanked everyone for attending the virtual meeting.

**2. APOLOGIES FOR ABSENCE:**

Apologies for absence had been received from Councillors Ryan McKeown, (B&B), Dave Mackie, (HCC) and David Evans and Angela Phillips (STC).

### **3. MINUTES OF THE PREVIOUS MEETING:**

The Minutes of the previous meeting held on 20<sup>th</sup> January 2021, 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 2021/22 and the budget proposals for the 2022/23.

**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 LED Head replacement scheme, per ward, which was noted.

The Clerk and Financial Officer highlighted that the programme had slowed during the year due to the Covid-19 restrictions but that work had continued to improve.

**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.

Councillor Elwyn Jones requested that the steel man situated at Rowley's Drive be added to the maintenance programme for Shotton. The amendment had been agreed and arrangements would be made for the Chairs of the three Councils to sign the agreements, safely and securely, in due course.

Councillor Gary Cooper requested that the councils look into the provision of an additional Electrician to cover times of extended sickness absence and leave. It was agreed that any new advertisements for staff turnover would include the provision of a qualified electrician, where feasible.

**IT WAS RESOLVED:** to agree and sign the revised service level agreements and change the date on the front pages each year to reflect the most up to date version.

#### **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 2023 location to be agreed.

The meeting concluded at 6.15 p.m.

The Chairman thanked members for their attendance.

The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils

Your name: Sharron Jones, Clerk and Financial Officer

Organisation (if applicable): Broughton and Bretton Community Council

email / telephone number: [mail@broughtonandbrettoncommunitycouncil.gov.uk](mailto:mail@broughtonandbrettoncommunitycouncil.gov.uk)

01244 533692

07931 231770

Your address:

Council Offices

113 The Highway

Hawarden

Flintshire

CH5 3DN

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please tick here: ☐

This consultation is seeking views on draft statutory guidance for community and town councils.

### Questions

1. Generally, is the structure and coverage of the guidance presented clearly and in a way which is practical for community and town councils?

Yes, easy to understand in general and clear. Some areas not quite as clear but highlighted in later questions.

### Chapter 1

2. Does Chapter 1 provide sufficient and appropriate guidance on the eligibility conditions for exercising the general power of competence? Is it clear how the general power of competence should be applied? What additional information would be helpful?

Yes it is clear no additional information required.

3. What additional information would be helpful to illustrate or clarify how the general power of competence could be applied to community councils? Do you have any case studies which could support this?

Some examples of how GPoC could be used would be helpful.

## Chapter 2 and 3

4. Do Chapters 2 and 3 provide sufficient and appropriate guidance on the requirements relating to multi-location meetings and on how the public may participate in council meetings?

The Chapters are easy to understand but are not explicit enough for Town and Community Councils. There are a large number of small and rural councils in Wales who do not have broadband and experience IT difficulties. The Welsh Government should have made grants available for Town and Community Councils prior to this Act as a lot of councils struggle to afford the requirements. Grants were made available for principal councils in late 2020/early 2021 but the community and town councils were most in need.

## Chapter 4

5. Does Chapter 4 provide sufficient and appropriate guidance on meeting the duty to prepare and publish annual reports? What additional specific information would be helpful?

Yes, although clearer guidance on this Annual Report and that required by Town/Community Councils under the Future Generations Act should have been made explicitly clear, i.e. that councils can combine the two.

The Welsh Government, One Voice Wales and Society of Local Council Clerks "self-assessment toolkit" could be referenced here as good practice.

## Chapter 5

6. Does Chapter 5 provide sufficient and appropriate guidance on meeting the duty to prepare and publish training plans? What additional information would be helpful?

Yes it does but it would be helpful to have "mandatory" member training for elected members. (Similar to that that is required to be a school governor in Wales).

7. We would like to know your views on the effects that this guidance would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English. What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated?

Bilingual meetings and production of reports, minutes and agendas is very costly but as we are in Wales should be a consideration. As a community council in Wales on the border with England this is difficult and there is limited demand. Direct guidance should be issued to all councils in Wales, like it is for principal councils, with some "minimum expectations".

8. Please also explain how you believe the proposed guidance could be formulated or changed so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh



language no less favourably than the English language, and no adverse effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language.

As above with some grant funding available from Welsh Government in order for councils to comply with this requirement.

9. We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them:

It was disappointing to read that in some areas of the Act there was no direct guidance for Community and Town Councils. We are the first tier of local government more connected with our communities and whilst the Act attempts to encourage and promote this, it does not assist councils in Wales, particularly the smaller ones, to comply. Very disappointing.

Broughton and Bretton Community Council  
Planning Committee – 15 February 2022

ITEM 8  
(ii)

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	063971  Ward: Broughton North East	Erection of a brick garden wall to the rear, 2.75m at the highest point to replace an existing fence	5 Bishops Court, Broughton	J Perkins  Target Date: 08.03.22
2.	063995  Ward: Broughton North East	Application for approval of details reserved by condition no's 14 (detailed layout), 15 (surface water) attached to planning permission 062483 (Erection of three commercial buildings (B1 Business (Light Industrial), B2 Business Uses and B8 Storage and Distribution Uses) together with the construction of an access road and parking, a pump house, substation, installation of associated infrastructure and platform bases for additional units to form an expansion to Hawarden Business Park)	Land at Manor Lane, Hawarden	D Jones  Target Date: 11.03.22
3.	063996  Ward: Broughton North East	Amendments to elevational details – cladding detail change	Land at Manor Lane, Hawarden	Target Date: 11.03.22 No docs available

Broughton and Bretton Community Council  
Planning Committee – 15 February 2022

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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4.	064022  Ward: Broughton North East	Application for approval of details reserved by condition nos 8 (scheme for the alteration of bus stops and provision of improved pedestrian facilities 0, 9 and 10 (site access) attached to planning permission ref 062483 (Erection of three commercial buildings (B1 Business (Light Industrial), B2 Business Uses and B8 Storage and Distribution Uses) together with the construction of an access road and parking, a pump house, substation, installation of associated infrastructure and platform bases for additional units to form an expansion to Hawarden Business Park)	Land at Manor Lane, Hawarden	D Jones  Target Date: 16.03.22
5.	063978  Ward: Broughton North East	Reconfiguratioin of industrial site, to include demolition of existing warehouse, erection of storage warehouse, extension of existing shop, additional parking	Howarth Timber & Building Supplies, Broughton Works, Chester Road Broughton	B Kinnear  Target Date: 07.03.22



Broughton and Bretton Community Council  
Planning Committee – 15 February 2022

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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		and alterations to site entrance and perimeter fence		
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Broughton and Bretton Community Council  
Planning Committee – 15 February 2022

ITEM 8

(iv)

Notification of Planning Decisions from Flintshire County Council

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	063876  Ward: Broughton North East	Proposed alterations to the existing external areas at the Public House premises to add a new timber framed pergola shelter, new fixed seating, new planters and new festoon lighting with support posts.	Mill House Inn, Chester Road, Broughton	Approved Delegated Officer 25.01.22
2.	063763  Ward: Broughton North East	Application for approval of details reserved by condition nos 4 (materials) and 6 (landscaping) attached to planning permission ref 062293 (Conversion of Unit 1 from Class A1 shop to Class A3 coffee shop drive-thru, introduction of additional 14 sqm GIA customer toilet area, external elevation alterations, layout alterations associated with the introduction of drive-thru lanes, customer external seating area, landscaping and other associated works)	Former Carphone Warehouse, Unit 1, Chester Road, Broughton	Approved Delegated Officer 20.01.22

**BROUGHTON AND BRETTON Community Council**  
**Accounts for Payment**  
**Feb-22**

Ref:	Voucher No:	Payee:	Amount
6327(FG)	BB/21/91	Ewloe PO - Agendas January	£ 7.32
BACS	BB/21/92	Jones Brothers-new fence Country Park	£ 9,241.39
BACS	BB/21/93	HMRC - Overdue VAT	£ 5,161.33
BACS	BB/21/94	Vision ICT - website hosting and support	£ 429.60
BACS	BB/21/95	TSJ Services - MOT KK 18 TZW	£ 44.00
BACS	BB/21/96	Amazon - bird seed	£ 13.50
BACS	BB/21/97	H W Oultram - fuel January	£ 40.89
1724(SJ)	BB/21/98	Mercedes Benz - window lifter	£ 391.20
BACS	BB/21/99	Salaries - February	£ 1,136.35
BACS	BB/21/100	HMRC - Salaries February	£ 178.44
BACS	BB/21/101	Clwyd Pension Fund - Salaries February	£ 363.30
BACS	BB/21/102	Scottish Power - unmetered supplies Jan	£ 396.30
		<b>TOTAL</b>	£ 17,403.62

Chairman:

Chair of Finance:

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**Broughton & Bretton Community Council***Item 11***Bank - Cash and Investment Reconciliation as at 31 December 2021**

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**Confirmed Bank & Investment Balances****Bank Statement Balances**

17/12/2021	Lloyds Current A/C	22,227.69
30/12/2021	Lloyds 30 Day a/c	125,010.32
19/09/2014	NS&I Treasurers A/C	0.00
10/12/2019	Nat West Bus Res A/C	0.00

**147,238.01****Unpresented Payments****8.28****147,229.73****Receipts not on Bank Statement****441.15****Closing Balance****147,670.88****All Cash & Bank Accounts**

1	Lloyds Current a/c	22,219.41
2	Lloyds 30 Day a/c	125,451.47
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>	<b>147,670.88</b>