

**BRACKLA COMMUNITY COUNCIL
MINUTES OF MEETING HELD AT OAK TREE SURGERY**

DATE: 17th January 2008

ATTENDED BY:		APOLOGIES FROM:
Cllr. Mr D Aston Cllr. Mrs J Aston Cllr. Mrs G Atkinson Cllr. Mr W Bennett Cllr. Mr T Hacking Cllr. Mr J Spanswick Cllr. Mr D Sage June & Tony Larking – Neighbourhood Watch. Ken Smith – Neighbourhood Watch. Jayne Jowett – Clerk Brian Whitlock – Gardener		Cllr. Mr P Winstone Cllr. Mrs P Hacking Cllr. Mr J Spanswick – Late Cllr. Mr D Sage – Late
DISTRIBUTION:		
AS ABOVE		
FILE COPY		
Minutes prepared by Jayne Jowett		
NOTE OF MEETING		
240.0	Time for Public to address Council	
240.1	None present. As both the Chair & Vice Chair were not present at the start of the meeting, Cllr. Bennett proposed that Cllr. D Aston take the temporary role of Chair for the purposes of the meeting. Cllr. Atkinson seconded this.	
241.0	Neighbourhood watch	
241.1	<p>Mr Ken Smith, Deputy Chair of the Bridgend Borough Neighbourhood Watch Scheme explained the structure and activity of the Neighbourhood Watch. It is a national scheme with 137 Co-ordinators in the county borough of Bridgend. Currently Neighbourhood Watch schemes running in Brackla are in Vale View; Chorleywood Close; Ger y Coed; 2 in Bishopswood; Honeysuckle Way; Heol Y Coed Rise; Clos Y Wern & a new application for Cae Brackla. Mr Smith explained that currently these schemes are running independently and requested that Brackla Community Council (BCC) contact the co-ordinators to encourage them to form a committee which would be in line with national arrangements. The committee would meet once a month at which information / concerns & procedures could be shared. Mr Smith also explained that a scheme consisted of between 40 to 50 houses and that each street participating in the scheme required two 'Neighbourhood watch area' signs appropriately sited. He went on to request that BCC pay 50% of the cost of these signs.</p> <p>RESOLVED That BCC would support the Brackla Neighbourhood Watch scheme committee co-ordination. Once permission from the individual Co-ordinators has been sought to release their contact details to the Clerk she will contact them and arrange an initial meeting.</p> <p>RESOLVED To put the request for BCC to cover 50% of the cost of</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>

	the signs on the next routine meeting's agenda.	
242.0	Brian Whitlock	
242.1	<p>Brian also requested that BCC pay for one of the 'Neighbourhood Watch area' signs for his street. This will be considered along with Mr Smith's request at the next routine meeting.</p> <p>Brian requested either a telescopic pruner or a power pruner to cut the top of the Bryn-Y-Cae residential home hedge</p> <p>RESOLVED To put this request on the agenda of the next routine meeting.</p>	Clerk
243.0	To Accept Apologies for Absence	
243.1	Apologies received from Cllrs. Howells, P Hacking & Winstone – ill Cllrs. Sage & Spanswick – Late as attending pre arranged meetings first.	
244.0	To disclose personal & pecuniary interests in Agenda Items	
244.1	Cllrs. Spanswick & Sage – Agenda item 256.1 – Planning & Item 251.1 - UDP supplementary planning guidance, Prejudicial interest, Members of Bridgend County Borough Council (BCBC) Planning Committee.	
245.0	To confirm & sign minutes of meetings of council held on 20/12/07 & Planning meeting on 08/01/08.	
245.1	RESOLVED: to accept the Minutes of routine Meeting of 20/12/07 & planning meeting of 08/01/08 as true records of proceedings	
246.0	Matters arising from minutes of meetings 20/12/07 & 08/01/08	
246.1	None	
247.0	Correspondence: Items for members of council to consider & items for council to note are listed at Appendix 1.	
247.1	<p>Item 2 – Members of Council noted the invite to the One Voice Wales seminar on Youth Councils</p> <p>Item 3 – Members of Council noted the copy of the letter sent by Bridgend County Borough Council (BCBC) to Brackla Schools requesting a venue for the summer Playscheme.</p> <p>Item 4 – Members of Council noted the invite to open days @ Heronsbridge School</p> <p>Item 5 – Council noted the temporary road closure at the railway bridge on B4181 on 22/01/08</p> <p>Item 7 – Members noted the invite from the Ombudsman for Public Services to attend a seminar on complaints handling.</p> <p>Item 9 – Members of Council noted the Peninsula invite to a training course on Harassment & Absenteeism.</p>	
248.0	Finance: Council to consider & agree expenditure & statement of accounts listed at appendix 2 along with closure of investment bond.	
248.1	<p>A Full list of expenditure is at appendix 2</p> <p>RESOLVED: Expenditure agreed by Council</p> <p>RESOLVED To close the bond with the proceeds being transferred to</p>	

	the current account	
249.0	Council to consider Articles for Newsletter	
249.1	<p>Members of Council confirmed that they would consider articles for the Newsletter for the next meeting. Some suggestions already made were: Article from the Neighbourhood Watch Scheme; An up date of the 'What's On' & 'Useful Telephone Numbers' articles from the last newsletter; an article on Dog Fouling problem; Brackla Festival; Brackla in Bloom; get the police team to write a report & an article on interesting residents of Brackla (with their permission).</p> <p>RESOLVED That in light of the pending elections the Newsletter be distributed after these so that any new Councillors can be introduced.</p>	
250.0	Council to consider charge for roundabout sponsorship for 2008/09	
250.1	<p>RESOLVED That the roundabout sponsorship rate for tax year 2008/2009 will be £320.00 per roundabout</p> <p>RESOLVED That Clerk approach Asda Stores to see if they would like to sponsor the flowers on the roundabout in Princess Way.</p>	<p>Clerk</p> <p>Clerk</p>
251.0	Council to consider draft UDP supplementary planning guidance	
251.1	Cllrs. Sage & Spanswick declared an interest in this agenda item and remained silent throughout discussions. Council noted the UDP Supplementary Planning Guidance, with no observations made.	
252.0	Council to consider date for Play Ground re-opening.	
252.1	<p>Clerk explained that Wicksteed, the manufacturers of the play equipment had supplied goody bags for any children who may attend the official re-opening of the playground. Wicksteed would also be attending the re-opening with a photographer & possibly a film crew, they require two possible dates to give them best chance to attend. The two dates suggested are either the afternoon of Wed 20/02/08 or the morning of Tuesday 26/02/08.</p> <p>RESOLVED That Council will accommodate Wicksteed. Clerk to liase and inform BCC members, local Schools & Mayor of BCBC.</p>	Clerk
253.0	Clerk's report	
253.1	<ol style="list-style-type: none"> 1) Clerk distributed an Environmental Enforcement consultation document request observations by 11/02/08 2) Clerk informed members of the invite to a civic reception for the chair & herself on Friday 28/03/08 @ 7pm 3) Clerk confirmed that the cost to store BCC's Xmas displays with BCBC is £120.00 + VAT. This will be reviewed each year. 4) Eirwen Eves from the electoral office in BCBC confirmed that the approximate cost of the May Elections could be around £6K the increase being due to the large number of postal vote requests for Brackla (1600 to date). <p>RESOLVED That Clerk check with BCBC whether we will incur any costs if Brackla has an uncontested election?</p> <p>RESOLVED That Clerk requests a breakdown / explanation of the individual costs for the election.</p> <p>5) Clerk requested Councillors to check their 'Members' Interests</p>	<p>Clerk</p> <p>Clerk</p>

	<p>on the BCC website to confirm accuracy.</p> <p>6) Councillors invited to a meeting with BCBC regarding un-adopted land on Brackla on 21/01/08 @ 9.30am Committee Room 1 Civic Offices. Cllrs. Sage & Atkinson gave their apologies due to work commitments.</p> <p>7) Tenders for the Architects had now gone out with a closing date of 12 noon on 24/01/08. Clerk asked the Full Council to give delegated powers to the Youth Facility Working Party members to choose the most suitable tender at the next meeting on 04/02/08 @ 2pm (Cllrs. T Hacking, A Berrow & J Spanswick being members of the working party).</p> <p>RESOLVED That the Youth facility Working Party be given delegated powers to choose the most suitable architect tender at the Working Party meeting on 04/02/08.</p>	Working Party.
254.0	Members' reports	
254.1	<p>Cllr. J Aston – Reported an incident with a dog, which was not being kept under control. Cllr. Sage confirmed that as one of the P.A.C.T. objectives, he was in process of writing to BCBC requesting that the Dog Warden attend on Brackla.</p> <p>Cllr. Atkinson – Nothing to report.</p> <p>Cllr. Bennett – Confirmed that he was going back into hospital on 29/01/08.</p> <p>Cllr. Spanswick – Nothing to report</p> <p>Cllr. Sage – Reported that further P.A.C.T. objectives were Dog Fouling; More litter bins / bins being emptied more frequently; a request to provide a bus service from Brackla to Asda & a request to re-site the missing Brackla Way sign which is currently being stored in a resident's house in Cae Bron. Cllr. Sage is corresponding with BCBC on all these matters. Cllr. Sage also updated Council on the condition of the gentleman that was recently attacked. BCC's thoughts go out to the gentleman & his family. Police confirmed to Cllr. Sage that youth annoyance has dropped in Brackla, however vehicle crime has increased. Cllr. Sage also confirmed that he would request the police to ensure that future P.A.C.T. meetings would not clash with BCC's routine meetings.</p> <p>Cllr. T Hacking – Nothing to report.</p> <p>Cllr. D Aston - Nothing to report.</p>	
255.0	Date of next meeting	
255.1	<p>Planning – Tuesday 05/02/08 @ 7pm Oak Tree Surgery</p> <p>Youth Facility Working Party – Monday 04/02/08 @ 2pm Oak Tree Surgery.</p> <p>Routine Meeting – Thursday 21/02/08 @ 7pm Oak Tree Surgery</p>	
256.0	Council to consider planning applications	
256.1	<p>Cllrs. Spanswick & Sage declared an interest in this item & left the meeting room.</p> <p>RESOLVED that Council made the following planning application decisions as listed at Appendix 3.</p>	
	Meeting closed at 20.50 hours.	

BRACKLA COMMUNITY COUNCIL

For members to consider

For Council to note

Correspondence received:

Appendix 1

ITEM	DATE	FROM	DETAILS
1	07/01/08	SW Police	For Council to note acknowledgement of crime reported.
2	07/01/08	One voice Wales	For members of Council to consider invite to seminar regarding delivering a successful youth council on Sat 05/04/08 11am to 3.30pm Ammanford Town Hall.
3	07/01/08	BCBC	For members of Council to note copy of letter sent to schools requesting help with a venue for summer Playscheme.
4	07/01/08	B Butler	For members of council to consider invite to open days at Heronsbridge School on either 21 st or 22 nd Jan 2008 10am to 12pm
5	07/01/08	BCBC	For Council to note road temp. closure on 22/01/08 10pm to 6am (at railway bridge on B4181)
6	07/01/08	One voice Wales	For Council to note invite to area meeting on Mon 28/01/08 7pm Cowbridge Town Hall.
7	08/01/08	Ombudsman for Public Services	For members of Council to consider invite to seminar on complaints handling on Thurs 21/02/08 @ 7pm Miskin Manor hotel
8	10/01/08	Peninsula	For members of Council to consider invite to Harassment & Absenteeism training on 24/01/08 9.30am to 3.30pm in New House Country Hotel Thornhill Cardiff

Correspondence sent by BCC

ITEM	DATE	SENT TO	DETAILS
1 – 9	07/01/08	Various	9 x notification of unsuccessful donation requests
10	07/01/08	Co-op bank	Bond maturity instructions
11 – 12	07/01/08	Various	Invoice payments
13 – 15	07/01/08	Various	3 successful donation requests
16	09/01/08	BCBC	Planning observations
17- 20	10/01/08	Various	Agendas / mins to agencies

Face-To-Face / Tel Enquiries:

ITEM	DATE	FROM	DETAILS
1	18/12/07	Resident of Brackla	Wanting to know where she could get a copy of her birth certificate – Passed her onto BCBC
2	20/12/07	Resident of Brackla	Brought a debit card she had found into the office – telephoned the lost / stolen tel number on card to report it lost - instructed to shred the card which I did.
3	07/01/08	Resident of Brackla	Wanted a contact for cleansing dept of main Council – provided details
4	07/01/08	Resident of Brackla	Wanted to know where plastic could be re-cycled gave BCBC's tel no as line engaged when I tried.
5	08/01/07	Resident of Brackla	Wanting to know housing dept contact details - provided
6	09/01/08	Resident of Brackla	Wanting refuse collected – gave tel number.
7	09/01/08	Gardener	Reporting damaged grit bin – reported to BCBC

Brackla Community Council
Detailed Income & Expenditure by Year to Date Budget Heading 01/01/2008
Committee Report

Month No : 10

Note (-) Variance Year to Date OVER

BUDGET

	Actual Year to Date	Budget Year to Date	Variance Year to Date	Annual Budget	Funds Available
Finance					
101 Staffing					
4000 Clerks Salary	14,362	19,570	5,208	23,484	9,122
4002 Gardeners Salary	9,469	12,210	2,741	14,654	5,185
4003 Overtime	0	2,500	2,500	3,000	3,000
4004 Employers Pension	5,386	4,320	-1,066	5,180	-206
4005 Employers National Insurance	8,128	3,662	-4,466	4,882	-3,246
4006 Health and Safety	0	0	0	60	60
4007 Staff Exepnses	305	210	-95	250	-55
4008 Employment Costs	0	420	420	500	500
4010 Training	105	570	465	682	577
Staffing :- Expenditure	37,754	43,462	5,708	52,692	14,938
Net Expenditure over Income	37,754	43,462	5,708	52,692	
102 Administration					
4012 Rent	1,929	2,380	451	2,855	926
4022 Stationery	163	970	807	1,160	997
4023 Telephones	549	770	221	927	378
4024 Mobile Phones	370	520	150	618	248
4025 Photocopier	682	820	138	979	297
4026 Postage	197	170	-27	206	9
4027 Insurance	1,064	1,545	481	1,545	481
4028 Subscriptions	989	150	-839	1,073	84
4031 Newsletter	1,124	3,000	1,876	3,000	1,876
4032 Website Maintenance	0	0	0	206	206
4033 Website Hosting	60	124	64	124	64
4054 Survey	0	0	0	1,000	1,000
4055 Accounts Services	371	640	269	773	402
4057 Audit	-50	964	1,014	964	1,014
4059 Peninsula	1,512	2,030	518	2,440	928
4060 Accounts Package Maintenance	585	347	-238	618	33
4070 Office Equipment	76	0	-76	0	-76
4071 Capital Fund	0	0	0	9,000	9,000
Administration :- Expenditure	9,621	14,430	4,809	27,487	17,866
1006 Income Photocopier	19	0	-19	0	0
1176 Precept Received	122,000	0	-122,000	122,000	
1180 Income Miscellaneous	5,609	0	-5,609	0	0
1190 Interest Received	2,925	0	-2,925	0	0
Administration :- Income	130,553	0	-130,553	122,000	
Net Expenditure over Income	-120,933	14,430	135,362	-94,513	

Note (-) Variance Year to Date OVER

BUDGET

	Actual Year to Date	Budget Year to Date	Variance Year to Date	Annual Budget	Funds Available
105 Civic					
4100 Councillors Expenses	98	0	-98	0	-98
4105 Chairs Allowance	0	700	700	700	700
4110 Civic Service	340	750	411	750	411
4115 Elections	0	0	0	6,000	6,000
4120 Engraving	0	13	13	13	13
Civic :- Expenditure	438	1,463	1,025	7,463	7,025
Net Expenditure over Income	438	1,463	1,025	7,463	
106 Events					
4255 Wales in Bloom	73	0	-73	73	0
4280 Funday	3,205	3,500	295	3,824	619
4295 Competition Prizes	316	500	184	827	511
Events :- Expenditure	3,595	4,000	405	4,724	1,129
1055 Income Funday	324	0	-324	324	
Events :- Income	324	0	-324	324	
Net Expenditure over Income	3,271	4,000	729	4,400	
109 Grants					
4400 Section 137	550	1,500	950	550	0
4405 Summer Playscheme	0	1,500	1,500	1,500	1,500
					160

4406	Youth Work	-20	0	20	0	20
4407	Gants Out	950	0	-950	950	0
	Grants :- Expenditure	1,480	3,000	1,520	3,000	1,520
	Net Expenditure over Income	1,480	3,000	1,520	3,000	

Note (-) Variance Year to Date OVER

BUDGET

		Actual Year to Date	Budget Year to Date	Variance Year to Date	Annual Budget	Funds Available
<u>201 Environment</u>						
4200	Vehicle Renewal/Hire	4,050	2,080	-1,970	5,500	1,450
4201	Vehicle Maintenance	402	860	458	1,030	628
4203	Vehicle Insurance	591	1,545	954	1,545	954
4204	Petrol	608	1,290	682	1,545	937
4220	Container Rental	520	720	200	865	345
4225	Equipment	1,936	2,580	644	3,090	1,154
4227	Equipment Maintenance	1,278	1,200	-78	1,442	164
4231	Fuel for Equipment	92	90	-2	103	11
4250	Environmental Schemes	650	1,580	930	1,900	1,250
4260	Roundabout Sponsorship	1,240	0	-1,240	0	-1,240
4261	Seasonal Bedding	3,517	3,860	343	4,635	1,118
4281	Xmas Lights	0	0	0	3,090	3,090
4290	Allotments	163	830	667	1,000	837
	Environment :- Expenditure	15,048	16,635	1,587	25,745	10,698
1050	Income Roundabout Sponsorship	1,240	0	-1,240	0	
1055	Income Funday	0	0	0	0	
1057	Income Green Waste Bags	98	0	-98	0	
	Environment :- Income	1,338	0	-1,338	0	
	Net Expenditure over Income					
		13,710	16,635	2,925	25,745	
<u>202 Safety</u>						
4270	PCSO	7,341	11,588	4,247	15,450	8,110
	Safety :- Expenditure	7,341	11,588	4,247	15,450	8,110
	Net Expenditure over Income		7,341	11,588,247	15,450	
	Finance Expenditure	75,275	94,577	19,301	136,561	
	Income	132,215	0	-132,215	122,324	
	Net Expenditure over Income	-56,940	94,577	151,517	14,237	

Brackla Community Council

Bank Reconciliation Statement as at: 30/12/2007 for Cash Book 1 Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op Current A/c	30/12/2007	227	9,452.55
			9,452.55
Unpresented Cheques (Minus)			Amount
03/12/2007 201948	Brackla Allotment Association	22.60	
			22.60
			9,429.95
Receipts not Banked/Cleared (Plus)			
			0.00
			9,429.95
			Balance per Cash Book is :- 9,429.95
			Difference is :- 0.00

Brackla Community Council

**Current Account
List of Payments made between 12/12/2007 and 10/01/2008**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
12/12/2007	J Jowett	BILL PAY	45.76	Expenses - Nov 07
16/12/2007	BT	DD	65.63	Telephone bill
17/12/2007	B Whitlock	BILL PAY	214.75	Salary w/e 15/12/07
17/12/2007	Allan's Garden Machinery	201950	522.88	Service all equipment
17/12/2007	Tesco	DDR91	39.00	Diesel for van
17/12/2007	Graham Paul Chartered	201951	141.00	Wages preparation
17/12/2007	H M Revenue & Customs	201952	3,001.78	PAYE & NI up to 05/01/08
18/12/2007	Arian Finance Ltd	DD	268.84	Van Hire Dec 07
19/12/2007	J Jowett	SO	1,000.00	Part pay of salary Dec 07
19/12/2007	J Jowett	BILL PAY	545.39	Part pay of salary Dec 07
19/12/2007	B Whitlock	BILL PAY	644.49	salary w/e22/12; 29/12 & 05/01
19/12/2007	Countrywide Farmers	DDR92	30.99	Protective gloves
20/12/2007	RCT	201949	794.87	Pension Contribution Dec 07
27/12/2007	Dr Madelin Oak Tree Surgery	DD	209.71	Rent Dec 07
04/01/2008	Vodafone	DD	46.53	Mobile telephones
07/01/2008	Dial a Welsh Chef	201953	398.91	Civic service buffet
07/01/2008	James H Kinsey Ltd (BDS)	DDR93	36.68	Paint for Steel Container
07/01/2008	Ravenstock MSG Ltd	201954	69.80	Steel store hire Dec 07
07/01/2008	RBS Software Solutions	201955	235.00	Computer a/c package
07/01/2008	1092 (Bridgend) Sqn Air Traini	201956	250.00	LG(Misc Prov) Act 1976 Grant
07/01/2008	Brackla Senior Citizen's Club	201957	150.00	Sect 137 Donation
07/01/2008	Christian Youth Outreach	201958	250.00	LGRA 1997 s31 Grant
09/01/2008	Tesco	DDR94	39.00	Diesel for van
09/01/2008	Post Office	DDR95	4.30	Paperwk to bank for grant bid
		Total Payments	9,005.31	

THE FOLLOWING PLANNING APPLICATIONS HAVE BEEN PERMITTED BY BCBC:

Mr & Mrs M Whitworth, 21 St Michael's Way Brackla Conversion of single garage to granny annexe & brick boundary wall.

Gareth Williams, Land @ rear of 10/11 Bramble Close Brackla Pollard & fell various trees.

OCA uk Ltd. Land Adj 28 Gwaun Coed Brackla – Fell 5 maple trees REF G1 (2004) BCBC No. 02

Mitchells & Butler, Hunter's Lodge, Church Acre, Brackla – Smoking shelter & new door opening

G Williams & R Qui, Land rear of Briary Way Brackla – 2 detached dwellings & garages (amendment to 07/89)

M M Tooze, 14 Georgian Way, Brackla – second storey extension to side.

THE FOLLOWING PLANNING APPLICATIONS HAVE BEEN REFUSED BY BCBC:

Nil

PLANNING APPLICATIONS 9th Jan to 17th Jan 2008

Appendix 3 Continued

	<u>Ref:/ Date Received</u>	<u>Name & Add of Applicant</u>	<u>Property that planning application applies to</u>	<u>Details of planning application</u>	<u>Decision</u>
1	P/08/6/FUL 10/01/08	Mrs D Lewis 1 The Chase Brackla CF31 2JH	Same	Inclusion of land within curtilage of property & erect a fence	NO OBJECTION
2	P/07/1414/BCB 14/01/08	Executive Learning BCBC	Brackla Playing Fields	Siting of Portable Football Changing Rooms	NO OBJECTION